

# **CONDITIONS AND REGULATIONS OF HIRE OF COLLEGE VENUES AND FACILITIES BY OUTSIDE ORGANIZATIONS**

## **A. Conditions of hire by outside organizations**

### **1. Preamble**

- 1.1 Requests from outside organizations for the use of venues and facilities of the campus for various functions such as seminars, conferences, exhibitions, etc, will be considered if all of the following are met:
  - a. The activity is beneficial to the Host Unit or The Hong Kong Polytechnic University (PolyU).
  - b. The activity is non-profit making.
  - c. The organizer is in the academic / education field or it provides social service to the community.
- 1.2 The application should preferably be endorsed by the Host Unit, which should have a good understanding of the Hirer's background and objectives of the function.
- 1.3 Functions of political nature are generally not allowed.
- 1.4 Bookings during teaching days from Mondays to Saturdays are generally not considered.

### **2. Interpretation**

- 2.1 "College" means the Hong Kong Community College.
- 2.2 "Hirer" means any person acting on his own behalf or on behalf of an outside organization to hire the College venues and facilities.
- 2.3 "Host Unit" means the academic or administrative units of CPCE, which the Hirer has an affiliation with or from which the Hirer obtains a referral.

### **3. Covenant by hirer and booking of venues and facilities**

- 3.1 The organizer shall ensure the observance of the Conditions and Regulations of Hire stated herein by itself and / or its agents, including staff, contractors, etc., and shall ensure that the College is indemnified against any loss or damage arising from any breach of these conditions. The Hirer must also ensure compliance with all laws of Hong Kong.
- 3.2 If the Hirer would like to enjoy a discounted rate, prior written support from the Host Unit must be obtained when submitting the application.
- 3.3 The Hirer should ensure that the function would not cause disruption to activities of the College.

### **4. Cancellation of confirmed booking**

- 4.1 A confirmed booking may be cancelled by the College without any refund of fees to the Hirer under any of the following circumstances:-
  - a. If the Hirer changes the uses, contents or nature of the function to other than that originally stated in the approved application.
  - b. If the Hirer allows any persons, associations or organizations, other than those accepted by the College, to participate in the proposed function without the College's prior permission; and
  - c. If the Conditions and Regulations of Hire stated herein are deemed to be violated.
- 4.2 Should the hired venues and / or facilities be urgently required by the College for its activities, or be closed due to bad weather conditions such as rainstorm or typhoon warning, or for other overriding or compelling reasons, the College may at its discretion cancel a confirmed booking. An alternative date for the function or a full refund will be given in such circumstances.

### **5. Hire charges**

- 5.1 The Hirer should pay charges for hire of College venues and facilities in accordance with the prevailing rate of charges. Such charges may be altered by the College at any time and without prior notice.
- 5.2 While the Host Unit has the discretion to waive or offer a discount on the hiring fee, it is required to pay the balance (i.e. normal hiring fee minus discounted amount paid by the user) to HKCC. Please refer to the Rental Charges Table for eligibility.
- 5.3 All charges for use of College venues and facilities should be paid in full on receiving the demand note issued by the Finance Office.
- 5.4 Failure to pay the charges as specified above in item 5.2 may result in cancellation of the booking without prior notice.
- 5.5 Apart from hire charges mentioned at item 5.1, the Hirer may like to note the following: A variety of AV equipment is provided to meet the need of different Hirers. Hence, the Hirer needs to confirm their AV needs with the College and make such request on the application form. Any other special arrangements such as overtime for ancillary staff, electricity consumption, cost of materials, etc. need to be reimbursed by the Hirer to the College.

6. Deposit for exhibition venues  
All bookings for exhibition venues have to be made at least four months in advance. A deposit of 25% of the rental will normally be charged for exhibitions to be held and must be settled at least three months before the function takes place.
7. Refund of charges  
7.1 Where the hire charges have been paid in full by the Hirer and the confirmed booking is later cancelled by the Hirer:-  
a. A full refund of the deposit / charges paid will be given if the booking is cancelled 45 days or more before the function;  
b. Half of the deposit / charges paid will be refunded if the cancellation is made less than 45 days but more than 10 days before the function;  
c. Ten days or less before the function, no refund will be made. Subject to acceptable reasons for the cancellation, special cases will be considered by the College.  
7.2 If the booking is cancelled for reasons stated at item 4.2 above, any money paid by the Hirer will be refunded without interest or compensation to the Hirer.
8. Responsibility for injury and damage during the hire period  
8.1 The Hirer shall be responsible for all damages to the buildings and properties of the College and is obliged to take appropriate insurance policies to cover the function as well as their participants.  
8.2 The Hirer shall pay to the College on demand the cost of reinstating, cleaning or replacing any part of any property or facility of the College, which has been damaged, destroyed, stolen, removed or made dirty during the period of hire.  
8.3 The College shall not be liable for any fatality, injury, loss or damage, which may result from the use of the College's premises or facilities by the Hirer.  
8.4 The College shall not be responsible for any loss or damage arising from the interruption or cancellation of the Hirer's function caused by whatsoever reasons, including power supply failure, and typhoon, etc.  
8.5 The Hirer shall indemnify the College against all claims, actions, proceedings, demands, costs and expenses arising therefrom or in connection with the Hirer's function.
9. Subletting  
The Hirer shall not sublet any part of the College premises hired by him / her.
10. Display of advertisements  
The Hirer shall obtain prior approval from the College, via the Host Unit, for the display of any advertisements, notices, posters and business logos in College premises. Posting of the aforesaid materials could then be done by the Hirer directly at the designated places.
11. Permits  
The Hirer shall obtain all permits and licenses in compliance with statutory requirements in connection with any function including the period for preparation.
12. Sale of goods and commercial transactions  
No goods or articles shall be sold by the Hirer and no commercial transactions shall be allowed to take place unless prior approval has been obtained from the College.
13. Vacating premises and removal of property after period of hire  
13.1 Upon vacation of the College premises, the Hirer shall remove all property brought by him / her. Any property found thereafter will be removed or disposed of in such manner as the College considers appropriate.  
13.2 With Reference to item 13.1 above, the College reserves the right to claim from the Hirer for any expenses incurred in the course of removal, storage and disposal.
14. Disputes and Controversies  
The College shall not be involved with nor be responsible for any disputes and public controversies arising from the Hirer's function. The hiring of the College premises shall in no way constitute any agreement or support of the content and nature of the function and the Hirer shall not imply any College or PolyU support / endorsement in any literature or publicity for the function. Conversely, the College shall have the right to cancel any function which may give rise to such public disputes and controversies without prior notice.

## Application for Hire of College Venues and Facilities by Outside Organizations

### **Preamble**

Requests from outside organizations for the use of venues and facilities of the campus for various functions such as seminars, conferences, exhibitions, etc, will be considered if all of the following are met:

- a. The activity is beneficial to the Host Unit or The Hong Kong Polytechnic University (PolyU).
- b. The activity is non-profit making.
- c. The organiser is in the academic / education field or it provides social service to the community.

For office use only	
Date received	
Date approved	
Payment date	
Ref No.	

Please read the notes overleaf before completing this form.

### **Part I Particulars of Applicant**

Name of organization: \_\_\_\_\_

Nature of organization: \_\_\_\_\_  
(A photocopy of valid Business Registration Certificate or other supporting document(s) to illustrate the nature of organization should be submitted.)

Office address: \_\_\_\_\_ (HK / KLN / NT)\*

Contact person: (Mr/Ms)\* \_\_\_\_\_ Fax no.: \_\_\_\_\_

Contact no.: (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email address: \_\_\_\_\_

### **Part II Particulars of the Event and Booking**

1. Title of function: \_\_\_\_\_

2. Purpose / Type of function: \_\_\_\_\_  
( e.g. Discussion Forum / Exhibition / Training Programme / Workshop )

3. Details of venue requested: (Please put a tick "☑" in the appropriate box(es))

- PolyU Hung Hom Bay Campus                       PolyU West Kowloon Campus

Type of venue(s) requested, please specify: \_\_\_\_\_  
( refer to the table of "RENTAL CHARGES" on P.6 )

4. Date and time required:

	<i>Date of function</i>	<i>Time from</i>	<i>Time to</i>	<i>No. of participants</i>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
	<i>( e.g. 2 Dec 17 (Sat) )</i>	<i>11:00am</i>	<i>5:30pm</i>	<i>200 )</i>

5. Details of additional facilities requested: (Please clearly mark the quantity required in the brackets [ ] below)

- |   |                                 |                       |
|---|---------------------------------|-----------------------|
| i. [ ] 2-Person desk                    | ii. [ ] Display panel           | iii. [ ] Loud speaker |
| iv. [ ] Notice frame (A3-size/A4-size)* | v. [ ] Projector (and Screen)   | vi. [ ] PVC chair     |
| vii. [ ] White board (movable)          | viii. [ ] Wireless handheld mic | ix. [ ] Visualizer    |
| x. [ ] Others, please specify: _____    |                                 |                       |

6. Is fee being charged to participants?     Yes (Please specify: \_\_\_\_\_ )     No  
( e.g. HK\$200 per person )

\*Delete as appropriate

Last update: Sep 2017 (SML)

I confirm that the above information is true and correct and I agree to abide by the attached Conditions and Regulations of Hire of College Venues and Facilities by Outside Organizations. I further understand that the College reserves the right to take any action on this request, if deemed appropriate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name & Title of Applicant

\_\_\_\_\_  
Organization Chop

\_\_\_\_\_  
Date

- Note: 1. Please complete this form in block letters. Applicant is advised to check the availability of the venue(s) at the Information Kiosks (UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower of PolyU West Kowloon Campus) before submitting the application.*
- 2. The original of the completed application form (page 3 & 4 only), together with copy of all necessary supporting documents, should be submitted to HKCC Service Counter at Room 1707, 17/F PolyU Hung Hom Bay Campus or Room 1302, 13/F PolyU West Kowloon Campus. Application should be submitted at least 4 weeks before the function is held.*
- 3. Applicant will receive booking confirmation by e-mail at least 2 weeks before the function is held.*
- 4. All relevant details of the function should be stated in this form. Use additional sheets if necessary.*

B. Regulations of hire

1. For activities that may involve risks to participants, the Hirer may be required, and will be assisted by our colleagues, to subscribe to a public liability insurance in favour of The Hong Kong Polytechnic University and Hong Kong Community College.
2. The Hirer is responsible for their staff and participants to maintain good conduct and to dress in reasonable attire in the function.
3. The content, nature and hours of the function must be consistent with those approved in the Application Form.
4. Furniture re-arrangement will not be permitted without the express consent of the College.
5. The stated capacity of the venues should not be exceeded.
6. No food or drink is allowed in-doors. No smoking is allowed in the entire campus. The consumption of alcoholic drinks is not permitted anywhere on campus except with prior permission from the College.
7. Reinstatement of the venues and facilities to their original conditions immediately after use is required.
8. The Hirer is requested to present the payment receipt and relevant correspondences for verification on the date of the function.
9. The function shall normally be held between 9:00 am to 6:00 pm on the date(s) of hire unless extension of time has been agreed with the College in advance.
10. The venues hired for the function must be properly roped off for crowd control. For the security and safety of all concerned parties, the Hirer is recommended to notify the Hong Kong Police of any function involving large number of non-College participants, say 100 or more.
11. No seditious publicity, display or parade is allowed on site or anywhere on campus and the condition on display of advertisements as stated in section A item 10 must be complied with. Those who wish to broadcast pop music at the campus have to apply for permission from the Composers and Authors Society of Hong Kong Ltd. There should not be excessive noise at any time and any place where such noise could cause disturbance to others. Song dedication or musical performance is allowed only between 12:30 pm to 2:00 pm.
12. The entrance and exit to the venues for the function must be designated and clearly publicized to facilitate crowd movement and the venues should not be overcrowded at any time. The Hirer is required to indicate the estimated number of spectators and attendants in the application.
13. The College reserves the right to demand the Hirer to discontinue the function at any time during the period of hire if these Conditions and Regulations of Hire are deemed to be violated, or if the function disturbs the operation of the College.
14. Notwithstanding the above Conditions and Regulations, the Hirer shall comply with all other Regulations of the College as may be valid and applicable during the entire period of time. Copies of these Regulations can be obtained from the College.
15. The Hirer is required to comply with current statutory requirement for employing registered electrical workers to carry out any fixed electrical wiring installation. Only those electrical appliances including the power plugs that are in full compliance with the latest relevant regulations are allowed to be used.

## The Rental Charges for Venue Booking for Outside Organizations

Venues / Facilities		Classroom, Seminar Room, Interactive Classroom (under 100 seats)	Lecture Theatre (101-160 seats)	Lecture Theatre (over 160 seats)	Multi-Purpose Hall & Gymnasium	Performing Arts Rehearsal Room	Executive Training Room, Laboratory, Workshop, Studio	Display Areas and Foyers Designated for Booking (rate per day)	Landscape Garden, Podium and Sky Garden Designated for Booking (rate per day)
<b>HHB &amp; WK Campuses</b> <small>(N1, N2)</small>	<b>Basic Venue Charges</b>	\$700 / hr <small>(N4)</small>	\$1,000 / hr <small>(N4)</small>	\$1,600 / hr <small>(N4)</small>	\$2,800 / hr <small>(N5)</small>	\$600 / hr	Not available for booking	\$1,000 / day	Not available for booking
	<b>Standard Audio-Visual Equipment (No additional charge)</b>	<ul style="list-style-type: none"> <li>• Projector and screen</li> <li>• Desktop PC (except Interactive Classrooms. External hirer shall bring their own laptop computers if they need to use the projector in the Interactive Classrooms)</li> <li>• Visualizer (except Interactive Classrooms where Visualizer will be provided upon request)</li> <li>• Lectern / wired microphone (except Interactive Classrooms)</li> </ul>			<ul style="list-style-type: none"> <li>• Projector and screen</li> <li>• 2 wired microphones</li> <li>• 2 wireless microphones</li> <li>• DVD (Blue Ray) player</li> </ul>	<ul style="list-style-type: none"> <li>• Projector and screen</li> </ul>			
	<b>Additional Audio-Visual Equipment (\$100 per hour each)</b>  <b>Additional Audio-Visual Technician <sup>(N3)</sup></b> <ul style="list-style-type: none"> <li>• 9:00 am - 6:00 pm: \$600 / hr</li> <li>• 6:00 pm to 11:00 pm: \$825 / hr</li> </ul>	<ul style="list-style-type: none"> <li>• Wireless microphone</li> <li>• Visualizer upon request (for Interactive Classrooms)</li> </ul>			<ul style="list-style-type: none"> <li>• Technician for stage lighting (On a cost recovery basis according to the fee charged by the outsourced contractor)</li> </ul>	Not Applicable	Not Applicable	Not Applicable	Not Applicable
	<b>Additional Furniture</b>	Not Applicable			<ul style="list-style-type: none"> <li>• Surcharge \$5,000 / booking <sup>(N6)</sup> (incl. up to max of 800 PVC chairs and max of 5 pcs 2-person desks)</li> <li>• 2-person desks: \$200/booking (incl. 5 pcs max)</li> </ul>			<ul style="list-style-type: none"> <li>• 2-Person Desks: \$200 / booking (incl. 5 pcs max)</li> <li>• PVC Chairs: \$100 / booking (incl. 20 pcs max)</li> </ul>	

**Remarks:**

- N1) Any other special arrangement such as overtime for ancillary staff, electricity consumption, cost of materials, etc. to be determined by the College.
- N2) Normal booking hours between 9:00 am to 6:00 pm with minimum charge of 3 hours for each session hired.
- N3) An additional charge of \$600 per hour between 9:00 am and 6:00 pm, and \$825 per hour between 6:00 pm and 11:00 pm will be made for stationing an Audio-Visual Technician if so required by the Hirer subject to available manpower and a minimum of 3-hour's charges.
- N4) The venue charges will be adjusted in reference with the charges as updated by PolyU for hiring venues on PolyU main campus.
- N5) The hirer cannot change the sport setting during each booking session.
- N6) For the Multi-Purpose Hall & Gymnasium, a maximum of 800 PVC chairs can be provided. When the Multi-Purpose Hall & Gymnasium is hired for functions other than sports, a surcharge of \$5,000 is applicable to cover seating arrangement for a maximum of 800 chairs and a maximum of 5 pieces of 2-person desk, etc. and the down time needed for such arrangement, estimated to be no less than 3 hours.